

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100071-8

REPORTS INVENTORY				CONTROL NO. DDS/OF-065	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) Industrial Contract Audit Division Personnel and location listing				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify) <input checked="" type="checkbox"/> Office of Procurement
	LOGISTICS		SECURITY		
	MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED 10	5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 10	
7. FORMAT (memorandum, form computer print-out, etc) Typed Listing		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
10. PREPARING COMPONENT (include lowest level contributing information to report) ICAD			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-07	\$3.89	1	\$3.89	4	\$15.56
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR					\$ 15.56

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Prepared for Internal Usage and to provide O/Logistics personnel with a listing of ICAD employees.

14. FUTURE GOALS				
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE			ESTIMATED SAVINGS	
			MAN-HOURS	DOLLARS
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100071-8			18. EXTENSION